

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S341601	SCHEDULE # 004	PAGE # 1 OF 16
DEPARTMENT:	Education	AGENCY REPRESENTATIVE: Donna L. Britschge		
DIVISION:	Field Services	TITLE: Secretary to the Executive County Superintendent		
BUREAU:	Executive County Superintendent of Schools	PHONE #: 609-588-5884		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>Donna L. Britschge</i>		04-28-09	<i>Karl J. Niederer</i>	05-21-09

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	NOTE: <i>The State Agency General Records Retention Schedule</i> should be consulted for all Financial; Personnel; General Administrative; Agency Related Policy, Legislation, and Operating Procedure; and Report and Publication records that are maintained in common by all Offices of the Executive County Superintendent of Schools throughout the State of New Jersey.			
	EDUCATIONAL PERSONNEL			
0001-0000	Annual Report of Persons Employed in School Aide Positions A copy is kept by the school district.	3 yrs		Destroy
0002-0000	Application for Approval of School Aide Positions Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel. A copy is kept by the school district.	5 yrs		Destroy
0003-0000	Criminal History and Review/Employment Background Investigation File (Copy) The file may contain but is not limited to the following: Criminal History and Review, Transmittal for Non-Criminal Employment Check, Application Request for Emergent Hiring, Application Request for Emergent Hiring Pending Completion of Criminal History Check, Resolutions for Emergent Hires (Copy), Emergent Hires Form, Applicant Authorization and Certification - Professional and Nonprofessional Employee, Applicant Authorization and Certification - School Bus Driver, District/Contractor Employee Roster, Employee Roster - Professional and Nonprofessional, Fingerprint Card Verification Notice, Fingerprint Receipts (New Jersey State Police and the Federal Bureau of Investigation), additional supporting identity management and biometric identification (fingerprint, iris, and facial recognition), Transmittal - Professional and Nonprofessional Employee, Transmittal - School Bus Driver, Verification of Issuance of Approval Letter, Disqualification Letter, and supporting documentation. Original is kept by the Department of Education and a copy is kept by the school district, the contractor, and the employee. (NJSA 18A: 6-7.4) *NOTE: Due to its confidential nature, this file should remain separate from and not cross-referenced with the Employee File/Jacket.	3 yrs from qualification or disqualification		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0004-0000	District Wide Mentoring Plan - New Teachers District quality induction program for newly hired teaching staff. File contains: mentoring goals, needs assessment, mentor selection criteria, action plan, approval letters and supporting documentation. Original is kept by the school district.	3 yrs		Destroy
0005-0000	Local Professional Development Plan (Copy) File contains: professional development goals, development opportunities, needs assessment, correspondence, development plan approval/revisions, and supporting documentation. Original kept by the school district.	3 yrs		Destroy
0006-0000	Teaching Certification File - Full Time and Substitute Teachers			
0006-0001	Teaching Certification Card File (Hardcopy and Electronic) (Copy) Records of issuances, renewals, and actions concerning applicants for permanent, provisional, and substitute teaching certificates. Original is kept by the Department of Education.	75 yrs		Archival review
0006-0002	Teacher Certification File - Application Forms for Certification (Standard, Provisional, CE/CEAS, Substandard, and Non-citizen) (Copy) and Substitute Teaching Credentials (Copy or Original)	3 years from last transaction		Destroy
0006-0003	Teacher Certification File - Back-up Information for Issued Certificates (Copy) Application fee document, oaths of allegiance, student teaching back-up information, Teaching Certificates (copy), correspondence, summaries of certification activity, county request sheets, additional professional teaching experience documentation, citizenship materials and foreign credentials (copy) and related correspondence. Original is kept by the Department of Education.	3 years from last transaction		Destroy
0006-0004	Teacher Certification File - Never Issued Certificates (Copy) File pertaining to permanent, provisional, and substitute teaching certificates that were never issued. Contains: teaching certification applications (copy), application fee document, oaths of allegiance, student teaching back-up information, correspondence, summaries of certification activity, county request sheets, additional professional teaching experience documentation, citizenship materials and foreign credentials (copy) and related correspondence. Original is kept by the Department of Education.	3 yrs from last transaction		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0006-0005	Teacher Certification File - Revoked Teaching Certificates (Copy) File of revoked teaching certifications. Original is kept by the Department of Education.	3 years from last transaction		Destroy
0006-0006	College Transcript (In-State and Out-of State) (Copy) Transcript that is submitted with a request for evaluations or for the issuance of a certificate. The transcript is returned to the applicant unless the academic institution has marked it confidential or it is otherwise nonreturnable.	3 yrs from completion or last transaction, whichever is later		Destroy
0006-0007	Evaluations (Copy) Evaluations requested from applicants to determine deficiencies prior to applicants consideration for certification. Original is kept by the Department of Education.	3 yrs from completion or last transaction, whichever is later		Destroy
0006-0008	Requests and Approvals of Substandard Certificates (Copy) Original is maintained by the Department of Education.	3 yrs or for the life of the substandard certificate, whichever is later		Destroy
0006-0009	Application for Approval to Hire Athletic Coach Holding Substitute Certification (Copy) - Approved Original is maintained by the school district.	6 years after termination of employment		Destroy
0006-0010	Application for Approval to Hire Athletic Coach Holding Substitute Certification (Copy) - Denied Original is maintained by the school district.	3 years		Destroy
0007-0000	Annual American Red Cross/YWCA Certificates - Swimming Instructor (Copy) Original is maintained in school district personnel file.	1 yr after renewal		Destroy

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	MONITORING			
0050-0000	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Report File (Copy) A district performance review conducted in a three (3) year cycle by the Executive County Superintendent of Schools that assesses the district's status in the areas of instruction and program, fiscal, operations, personnel and governance. File contains but is not limited to the following: District Performance Review worksheets (copy), rating determinations; NJQSAC Improvement Plan; and other supportive documentation. The file may also include the Report of the Treasurer and the Report of the Secretary. Original is kept by the Department of Education and a copy is kept by the school district. Note: Previously known as Evaluation of a Local School District/Monitoring Report.	7 yrs after compliance		Destroy
0051-0000	Quality Assurance Annual Report (QAAR) Also referred to as: Public School Education Act Plan, Chapter 212 Annual Plan, School Monitoring Annual Plan, and Thorough and Efficient Education Annual Plan. Annual report of district's implementation of school level plans, achievement of performance level objectives, condition of educational facilities and status of mandated programs. File also contains review checklists and approval letters. Original is kept by the Executive County Superintendent and a copy is kept by the school district.	5 yrs		Destroy
0052-0000	Special Education Program Monitoring File (Copy) File pertaining to the monitoring of a school district's special education program and services to determine compliance or noncompliance with state and federal requirements. Contains: monitoring reports, work papers, self-assessment documents, annual surveys, census statistics, booklets, correspondence, pupil statistics, Special Education Improvement Plan(s) and/or Corrective Action Plan(s) (CAP). Original is kept by the school district and a copy is kept by the Department of Education.			
0052-0001	Special Education Program Monitoring - No Special Education Improvement Plan or Corrective Action Plan (CAP) Required (Copy)	5 yrs		Destroy
0052-0002	Special Education Program Monitoring - Special Education Improvement Plan or Corrective Action Plan (CAP) Required (Copy)	5 yrs after compliance		Destroy

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0053-0000	Internal Control Vulnerability Assessment - New Jersey Department of the Treasury (Copy) Self-assessment questionnaire pertaining to status of division's/unit's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of Education and a copy by the Department of the Treasury, Office of Management and Budget.	3 yrs		Destroy
0054-0000	Litigation File (NJSA 2A:14-5)	20 yrs after final action		Destroy

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	EDUCATIONAL PROGRAMS AND OPERATIONS			
0100-0000	Bilingual and/or ESL Program Plan (Copy) Original is kept by the Department of Education and a copy is kept by the school district.	5 yrs		Destroy
0101-0000	District Three Year Comprehensive Equity Plan (Copy) Comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. Original is kept by the school district and a copy is kept by the Department of Education.	1 yr		Destroy
0102-0000	District Three Year Technology Plan (Copy) Comprehensive plan detailing a school district's implementation of technology throughout the district. Original is kept by the school district and a copy is kept by the Department of Education.	7 yrs		Destroy
0103-0000	County Technology Plan (Copy) County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. Original is kept by Department of Education.	7 yrs		Destroy
0104-0000	Equivalency and Waiver Applications (Copy) Request from a school district to the Department of Education to use alternative means to meet the Department's Administrative Code educational program requirements. File includes application, supporting documentation, and approval or denial letter from the Department of Education. Approvals a valid for three years. Original is maintained by the Department of Education.	5 yrs		Destroy
0105-0000	Annual Report of Tuberculosis Testing in Schools (Copy) Original is kept by the Department of Health and Senior Services and a copy is kept by the school district and the local health department.	1 yr		Destroy
0106-0000	Annual Report of Violence, Vandalism and Substance Abuse (PL 1982, c. 163) (Hardcopy and Electronic) (Copy) Original is maintained by the Department of Education and a copy is kept by the school district.	3 yrs		Destroy
0107-0000	Application for Approval to Operate Public Summer Schools (Copy) Original is kept by the school district.	3 yrs		Destroy

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0108-0000	Application to Operate an Alternative Education Program/School Request to operate an alternative education program or school. File contains program description, staffing, and budget information.	7 yrs		Destroy
0109-0000	Application - Best Practices/Star Schools/Charter Schools (Copy) Annual application submitted by schools for consideration to be recognized by the Department of Education for exemplary programs. Original is kept by the Department of Education and a copy is kept by the school district.	3 yrs		Destroy
0110-0000	Governor's School for Gifted/Exceptional Students (Copy) The file contains reference copies of memos, correspondence, work papers, and student application (copy) and evaluation forms for the Governor's School program. Original is maintained by the associated college.	3 yrs		Destroy
0111-0000	Governor's Teacher Recognition Program (Original) File pertaining to the annual county-nominated teacher recognition program. File contains the nomination documents and selection panel documents. A copy is kept by the school district.	7 yrs		Destroy
0112-0000	NJ State Teacher of the Year Program (Copy) Annual county-nominated teacher recognition program. Original nonselected applicant files are maintained by the school district and the original selected applicant file is maintained by the Department of Education.	1 yr		Destroy
0113-0000	Special Education File			
0113-0001	Special Education Mediation/Due Process Case Hearing (Copy) (Hardcopy or Electronic) Includes: case decisions, memos, and documents pertaining to the case. Original hearing documents are sent to the Department of Education, Division of Special Education.	5 yrs		Destroy
0113-0002	Special Education End-of-Year Report (Copy) Original is kept by the Department of Education and a copy is kept by the school district.	5 yrs		Destroy
0113-0003	Special Education Request for Approval to Add/Eliminate/Change a Class Original is kept by County Superintendent and a copy by the school district along with approval or denial.	5 yrs		Destroy
0113-0004	Special Education Notification of Placement File - In and Out of District (Copy) File may contain but is not limited to the following: pupil name, school district, classification, placement date, approval date, tuition, public or nonpublic school name, and Individualized Education Plan (IEP). Original is maintained by the school district.	7 yrs after graduation		Destroy

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0113-0005	Special Education Plan: Annual Statistical Data Report (Copy) (Hardcopy or Electronic) Title also given as: Annual Plan for the Education of all Handicapped Children; Special Education Plan. Data includes student enrollment, staffing, nonpublic school placement, and Limited English Proficiency. Original is kept by the Department of Education and a copy is kept by the school district.	5 yrs		Destroy
0113-0006	Request for Consent of the Commissioner of Education for Initial Placement in an Unapproved Nonpublic School in Accordance With P.L. 1989, Chapter 152 (Copy) Application request by a school district to the Department of Education to place a disabled student in an accredited nonpublic school that is unapproved for special education programs. File includes school district placement application, backup justification, and approved or denied correspondence from the Department of Education. Original is maintained by the Department of Education.	7 yrs after graduation		Destroy
0114-0000	Testing File (Copy) File contains but is not limited to the following testing programs: NJASK, ESPA, GEPA, and HSPA, Minimum Basic Skills (MBS), High School Proficiency (HSPT) Test, Special Review Assessment (SRA) Results. Original is kept by the Department of Education and a copy is kept by the school district.	5 yrs		Destroy
0115-0000	Special Review Assessment (SRA) File			
0115-0001	Special Review Assessment: Guidelines (Copy) Guidelines originating from the Department of Education. A copy is kept by the school district.	As updated		Destroy
0115-0002	Special Review Assessment: Student Profile (Copy) Original is kept by the school district.	5 yrs after graduation		Destroy
0115-0003	Special Review Assessment: Transmittal and Approval Letter (Copy) Original is kept by the school district.	3 yrs		Destroy
0116-0000	Fall Report (Copy) Annual report of educational statistics containing information about pupil enrollment, professional employees, and other academic issues. Original is kept by the Department of Education and a copy is kept by the school district.	10 yrs		Destroy

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0117-0000	New Jersey Report Card (Copy) Statistical data regarding school district performance. Maintained in conjunction with the Fall Report. Original is kept by the school district and a copy by the Department of Education.	10 yrs		Destroy
0118-0000	Department of Children and Families, Institutional Abuse Investigation Unit - Investigation Memos to School Districts (Copy) Letter from the Department of Children and Families of findings of alleged abuse of a student by a school employee.	20 yrs		Destroy
0119-0000	Megan's Law Notifications From County Prosecutor (Copy) Letter from the Office of the County Prosecutor to the school district, notifying them of potential sex offenders residing within the district boundaries.	20 yrs		Destroy
0120-0000	Memorandum of Agreement Between Education and Law Enforcement Officials and Annual Updates (Original) An annual agreement between the school district and local police department that addresses standards, procedures, principles and policies with regard to law enforcement activities on school grounds and the reporting of offenses by school officials to law enforcement. An "agency original" is kept by the school district, the Local Police Department, and the Office of the County Prosecutor.	3 yrs after renewal of agreement		Destroy
0121-0000	Educational Program Survey File (Copy) Educational program survey and statistical data submitted to the Department of education by a school district used for program enrollment, funding, curriculum, and technology purposes. Surveys include but are not limited to: Technology, gifted and talented, Violence and Vandalism, Special Education, Curriculum, Limited English Proficiency (LEP), High School Graduation, NJ School Technology Annual Survey, Immigrant Student Count, Homeless Children and Youth, report of Teachers Failing to Meet Professional Development Requirements, Annual Homeschooling Survey. Original is maintained by the Department of Education.	1 yr		Destroy
0122-0000	Vocational Education Course/Program/ Activity Accident Report (Copy) Original is kept by the Department of Education and a copy is kept by the school district.	7 yrs		Destroy

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0123-0000	The School Security Incident Report (Electronic and Hardcopy) A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. File contains: incident report, law enforcement correspondence, and supporting documentation. Original maintained by the Department of Education and a copy is maintained by the school district and the Local Police Department.			
0123-0001	The School Security Incident Report - Criminal	7 yrs		Destroy
0123-0002	The School Security Incident Report - Homicide	Permanent		Permanent

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	FINANCE			
0150-0000	Audit Report - Department of Education (Copy) Original retained by the Department of Education and a copy by the school district.	3 yrs		Destroy
0151-0000	State Aid File (Copy) Data collected to determine monies to be allocated for State Aid and tuition. File contains but is not limited to Application for State School Aid (ASSA): Chapter 212, Law of 1975, As Amended, State Facilities Pupil Count and Assignment Report, Application to Borrow Money Due to Delay in June State Aid, State Aid Work papers, and State Aid Manual. The file may also include the Report of the Treasurer and the Report of the Secretary. Original is kept by the Department of Education and a copy is kept by the school district.	7 yrs		Destroy
0152-0000	Public and Nonpublic School Budget Documents File (Copy) (Hardcopy and Electronic) Copy of the supporting documentation of the annual budgets of the public and nonpublic schools within the county. Documents may include previous budget data, current budget planning documents, work papers, budget requests, budget debt service data, comprehensive maintenance plans, budget certification, and state aid budget allocation notices. Original retained by the Department of Education and a copy by the school district.	3 yrs		Destroy
0153-000	Public School Budgets File - Budget CAP Waiver Guide - Department of Education (Copy) Original maintained by the Department of Education.	As updated		Destroy
0154-0000	Report of School Budget and District Taxes (A-4f) (Copy)(Hardcopy and Electronic) Title also given as: Report of School Budget and District Taxes; Report of School Budget and District Taxes for the School Year ____ (A4-f). A copy is kept by the Department of Education, the Municipal Tax Assessor, and the school district.	7 yrs		Destroy

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0155-0000	Grant/Entitlement/Scholarship/Recognition File (Copy) - Federal, State, and Local Grants Financial and program documents regarding Federal, State, and Local grant; entitlement; and recognition programs. File contains but is not limited to: Applications; Expenditure Report; Economic Development Authority (EDA) (school facilities related) and Department of Education (DOE) Contract Grant Reports and Supplemental Financial Information Backup Sheet; settlement paperwork; quarterly reports; notice of project approval; application for Carry-Over funds; program summary; revenue verification notices; revenue statements; supporting inventories; statistics; financial documents; notice of allocation; district initial, interim, and final reports; and supporting documentation for school, teacher, and student grant, entitlement, scholarship, and recognition programs including but not limited to: Carl D. Perkins Vocational Education, Preschool Education Program, Carry Over, Education Consolidation and Improvement Act (ECIA), English as a Second Language (ESL), Chapter I, Title II, Block, Refugee/Immigrant, No Child Left Behind (NCLB), Vocational Education, Special Education, Child Nutrition, Library Services, Migrant, NJ State Teacher of the Year, Gifted and Talented, Adult Basic Education, General Education Development, English for the Foreign Born, Support Grants, PL 94-142, Flow Through Grants, Emergency Immigrant Education Assistance, Technology, Refugee Children, Education for Economic Security Act, Mentor Training, Governor's Teacher Recognition, Nonpublic School Grants/Chapter 192/193, Food Biosecurity, Hazard Analysis and Critical Control Point (HACCP) Food Safety, and Individuals with Disabilities Education Improvement Act (IDEIA). An "agency original" is kept by the Department of Education and the Economic Development Authority and a copy by the Office of the Executive County Superintendent of Schools.			
0155-0001	Grant/Entitlement/Scholarship/Recognition File (Copy) - Approved	1 yr after termination of grant		Destroy
0155-0002	Grant/Entitlement/Scholarship/Recognition File (Copy) - Denied/Withdrawn	1 yr		Destroy
0156-0000	Application for Approval of Temporary Instructional Spaces (Copy) Contains: application, renewal, extension, and supporting documentation. Original is maintained by the school district.	7 yrs		Destroy

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0157-0000	Facility Construction Approval Letter (Copy) Letter from the Department of Education authorizing a building project at a school or other education related facility. Original is kept by the Department of Education and a copy is kept by the school district.	10 yrs		Destroy
0158-0000	Long-Range Facility Plan (Copy) Plan for facility usage for a school district, which is updated every five years. Original is kept by the Department of Education and a copy is kept by the school district.	10 yrs		Destroy
0159-0000	Board Members - Report to County Superintendent (NJDE A-12) (Original) Copy is kept by the school district.	5 yrs		Destroy
0160-0000	School Ethics Commission - Financial, Personal, Relative Disclosure Statement (Original) Annual submission from school officials to the Executive County Superintendent. Original is kept by the Executive County Superintendent and a copy is kept by the school district.	7 yrs		Destroy
0161-0000	Special Education - Extraordinary Aid Applications - (Copy) Request by a school district for additional funding for extraordinary Special Education program expenses. Original maintained by the Department of Education.	3 yrs		Destroy
0162-0000	Transportation File - Public/Nonpublic Student and Vehicle (Copy) File may contain but is not limited to the following: State and Local School Bus Inspections, School Bus Driver Certifications, Pupil Transportation Contract, Addendum, Renewal, and Transfer Agreement; and Special Needs Pupil Transportation Contract. Original is kept by the school district.			
0162-0001	Annual Transportation Agreement (Copy) Agreement between County Educational Services Commission or Coordinated Student Transportation Agency and the local school district for provision of coordinated transportation services. Original is kept by the school district.	1 yr after termination of agreement		Destroy
0162-0002	Annual School Bus Driver Abstract Reports and Certification Roster File (Copy) A Motor Vehicle Commission- or insurance company- issued report of a school bus driver's driving history and school bus driver certification. Original maintained by the Motor Vehicle Commission.	1 yr		Destroy
0162-0003	District Report of Transported Resident Students (DRTRS) Also known as: Student Transportation Route Report; Student Transportation Route Report Summary. Original is maintained by the Department of Education.	1 yr		Destroy

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0162-0004	Personal Surety Bond or Corporate Bond for Contracts (Copy) Original is maintained by bonding source.	2 yrs after maturity or cancellation		Destroy
0162-0005	Preliminary School Bus Accident Report (Copy) Original is kept by the Department of Education and a copy is kept by the school district.	7 yrs		Destroy
0162-0006	Student Transportation Contracts File (Copy) - Approved File pertains to contracts regarding: Single Route, Multi-Route, Out-of-District Special Needs, Parental, School Related Activities, Multi-Year, Joint Transportation Agreements, Addendums, Renewals, and Transfer Agreements. File also includes the Student Transportation Documents Checklist (PT-1). Original maintained by the school district.	1 yr after termination of contract		Destroy
0162-0007	Student Transportation Contracts File (Copy) - Denied File pertains to contracts regarding: Single Route, Multi-Route, Out-of-District Special Needs, Parental, School Related Activities, Multi-Year, Joint Transportation Agreements, Addendums, Renewals, and Transfer Agreements. File also includes the Student Transportation Documents Checklist (PT-1). Original maintained by the school district.	1 yr		Destroy
0162-0008	School Bus Inspection Report - Motor Vehicle Commission and Local School District (Copy) Annual report of school bus safety inspections issued by the Motor Vehicle Commission and/or the local school district. Original maintained by the Motor Vehicle Commission or the school district.	3 yrs		Destroy
0163-0000	Nonpublic School Entitlement File (Copy) File contains state aid entitlements notices, expenditure reports, and program completion reports of services provided to nonpublic schools pertaining to the areas of funding, textbooks, nursing, transportation, and technology as per Chapter 192-193/Nonpublic School, PL 94/142, Nonpublic School Nursing, and Nonpublic School Technology Program. Original is maintained by the Department of Education.	1 yr		Destroy
0164-0000	Special Education Medicaid Initiative (SEMI) File File pertaining to classified students that may/may not be eligible for Medicaid funding. File contains but is not limited to: SEMI Agreement (Copy), Student Eligible/Ineligible Waiver, Waiver Approval or Denial Letter, Action Plan, Manual, Revenue Projection Report - Students Eligible/Ineligible for Medicaid, and supporting documentation. A copy is retained by the school district and the Department of Education.	7 yrs after date of service		Destroy

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0165-0000	Architect's Plans and Specification - Public School Buildings	Life of the structure		Destroy
0166-0000	Preschool File File of preschools to be established per district in accordance with the Department of Education. File contains but is not limited to: Preschool 5 year Expansion Plan, Preschool Estimated Enrollment Report, budget data, staffing, program data, and supporting documentation.	7 yrs		Destroy
0167-0000	Nonunion Employment Contract Review File - School Superintendent, Assistant Superintendent, and Business Administrator (Copy) File contains employment contract, checklist, approval/disapproval to renew contract letter, and supporting documentation. Original is maintained by the school district.	7 yrs		Destroy